

## EXAMPLE

# LETTERHEAD - COMPANY NAME

### CERTIFIED PAYROLL RATES

| <u>EMPLOYEE NAME</u> | <u>POSITION /<br/>CLASSIFICATION</u> | <u>HOURLY<br/>WAGE<br/>RATE*</u> | <u>SALARY**</u> |
|----------------------|--------------------------------------|----------------------------------|-----------------|
| Admiral Crow         | Principal                            | \$10.00                          | \$20,800.00     |
| Howard Hugh          | Sr. Engineer                         | \$8.00                           | \$16,640.00     |
| Frank Wright         | Sr. Engineer                         | \$7.00                           | \$14,560.00     |
| James Dean           | Engineer                             | \$6.00                           | \$12,480.00     |
| Walt Disney          | Draftsman                            | \$4.50                           |                 |
| George Clark         | Surveyor                             | \$3.25                           |                 |
| M. Lewiston          | Surveyor                             | \$3.00                           |                 |
| M. Lewinsky          | Clerical                             | \$2.50                           |                 |
| Joyce Brothers       | Clerical                             | \$4.10                           |                 |

The undersigned hereby certifies the above labor rates are true and correct as of (date).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

MR./MS. AUTHORIZED PERSONNEL, TITLE

\* Based on 2,080 hr/year if salaried employee.

\*\* Yearly Salary Only. Leave blank if hourly employee.